



Early Achievers New Enrollment Incentive Overview

What is an Early Achievers New Enrollment Incentive?

Newly enrolled Early Achievers participants are eligible to receive a one-time \$500 incentive to overcome barriers of achieving a Level 3 quality rating.

Eligibility Criteria

In order to be eligible, Early Achievers participants must meet the following criteria:

- Enroll in Early Achievers no earlier than July 1, 2015 and no later than July 1, 2016
- Participant must be enrolled at the time of incentive application and payment

Application Process

1. Included in the application packet are the Early Achievers New Enrollment Incentive application form, W-9 form, and a Washington Statewide Vendor Payee form. Incomplete application packets will not be accepted.
2. Completed application packets may be mailed or faxed to the Department of Early Learning (DEL). Please note: due to certain sensitive information collected in the application forms, applications sent electronically (by email) will not be accepted.

MAILING ADDRESS

Department of Early Learning
Attn: Needs-Based Grants
PO Box 40970
Olympia, WA 98504-0970

FAX

(360) 725-4417

Questions and Answers

Can Early Achievers participants who do not serve children and families receiving Working Connections Child Care subsidies apply for this incentive?

Yes.

Why does the Statewide Vendor Payee and W-9 form need to be completed and submitted?

Incentives are paid to qualifying participants directly from the state. The State of Washington requires that anyone receiving payments from the state register as a vendor.

What if I already have a Statewide Vendor Payee number?

If you think you have a Statewide Vendor Payee number, please be sure to write the number on your application form. If you are not sure if you have a number, you can check the online database here: <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/VL.aspx>. If you do not have a number, one can be generated for you by filling out and submitting the Statewide Vendor Payee/W-9 form.

Can a participant receive this incentive and a Needs-Based grant, or can a participant only receive one or the other?

Eligible participants can receive one Early Achievers Enrollment Incentive and one Needs-Based grant.

Can an Early Achievers participant receive more than one New Enrollment Incentive?

No, a participant may not receive more than one Early Achievers New Enrollment Incentive. This is a one-time incentive. However, participants may also apply for an Early Achievers Needs-Based Grant, based on their participation status (for more information on Needs-Based Grants, check our website here: <http://del.wa.gov/care/qris/participants.aspx>).

Does a participant need to save receipts?

Yes, a participant must save the receipts from purchases made with this incentive. Due to public funding sources, a participant may be asked by the Department of Early Learning to show receipts associated with this award.

Can this incentive be used to reimburse a participant for purchases already made?

No, this funding may only be used for resources identified in the application once the incentive has been received.

Who can I contact if I have questions?

Please contact DEL at Needs.Based.Grants@del.wa.gov.